



MASTER BUSINESS LICENSE PROGRAM

BUSINESS LICENSE CENTER

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

941 North Capitol Street, N.E. Washington, D.C. 20002

(202) 442-4311

INSTRUCTIONS FOR A SECONDHAND DEALER CLASS-B

(Master Business License A)

A Class B Secondhand Dealer shall be a person, firm or corporation primarily engaged in the sale of new merchandise, and incidentally engaged in selling, trading, exchanging or dealing in secondhand personal property of any description (other than motor vehicles) as the result of having received that secondhand personal property in trade, or by repossession or as part payment for new merchandise.

Please read and follow these instructions carefully.

A correctly completed Master Business License Application is critical to expedite the issuance of the business license. All responses are to be printed clearly in English.

1. A Corporation, Limited Liability Company or Partnership doing business in the District of Columbia must be in good standing. For additional information, please call (202) 442-4430 or visit the Business License Center located on the 1st Floor, Room 1100.
2. A Certificate of Occupancy is required for a commercial place of business in the District of Columbia. For additional information, please call (202) 442-4567 or visit the Permit Issuance Branch located on the 2nd Floor, Room 2300.
3. If not already registered, you are required to register for D.C. Business Tax with the Office of Tax and Revenue. You must complete and file a Combined Business Tax Registration Application (Form FR 500). For additional information, please call (202) 727-4829 or visit the Tax Customer Service Center that is also located at 941 North Capitol Street, N.E., Washington, D.C. on the 1st floor, Room 1110.
4. A Police Criminal Report is required for each individual, partner or each officer of a corporation. A District resident may obtain the document from the D. C. Metropolitan Police, 300 Indiana Avenue, N. W., Room 3055. A non-resident must obtain a police criminal report from the jurisdiction in which he/she lives.
5. An interview must be scheduled with the D. C. Metropolitan Police Pawn Unit. The Pawn Unit is located in 300 Indiana Avenue, N. W., 3rd Floor. Please call (202) 724-1424 to schedule an appointment.
6. A Clean Hands Certification Form is required for all applicants.

7. A notarized Resident Agent Appointment Form is required for any non-resident of the District of Columbia.
8. A copy of your lease must be submitted along with your application.
9. You must submit an inventory list of your second hand merchandise, along with your application.
10. Bring your completed application to the Business License Center for processing. For additional information, please call 202-442-4311.
11. Please refer to Part IV of the Master Business License Tutorial (page 12) to determine the required fees. Once your application has been proceed, proceed to the cashier on the 1st floor. Payment may be as follows: cash, check, money order or credit card. All checks and money orders must be payable to the D.C. Treasurer.

THESE PROVISIONS ARE REGULATED BY THE DISTRICT OF COLUMBIA MUNICIPAL REGULATIONS, TITLE 16, CHAPTER 10 AND THE D.C. CODE, TITLE 47, CHAPTER 2837 (3).

Thank you for your interest in conducting business in the District of Columbia.

NOTICE

TO REPORT WASTE, FRAUD OR ABUSE BY ANY GOVERNMENT OFFICE
OR OFFICIAL, CALL THE INSPECTOR GENERAL AT 1-800-521-1639